

READ & DESTROY

27 December 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of LogisticsSUBJECT: Report of Significant Logistics Activities for
Period Ending 27 December 1984 25X11. Progress Report on Tasks Assigned by the DCI/DDCI:None. 25X12. Events of Major Interest That Have Occurred During the
Preceding Week:a. Cafeteria Renovations: Cafeteria renovations
continued during the weekend of 21-23 December 1984.

(1) In the North Cafeteria, the dry wall contractor completed the final taping, patching, and sanding operation for the new ceiling to accept the sealing base coat. The carpentry framing work to box around the existing column by the cash registers was started.

(2) The hanging of the new dry wall ceiling in the South Cafeteria is completed up to the loft area in the middle bay area. No final sanding and patching operations were accomplished in this area this past weekend.

(3) In the south bay area, the taping, patching, and sanding is complete. The carpentry framing work to box around the existing exposed columns and for the installation of the hanging box beams was started. 25X1

(4) Work is scheduled to resume on 28 December 1984. 25X1

b. New Building Project: The initial phase of the office fitup/layout has been completed. The design team from Smith, Hinchman, and Grylls will return 7 January 1985 to begin the second phase. 25X1

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c. Support to the Protocol Branch/Office of Personnel:
During this reporting period, 40 foreign gifts were verified and packaged for shipment. These items will be sent to the General Services Administration. The estimated cost of these gifts was [] and great care had to be taken in packing. Some of these items included carved ivory tusks, silver-over-brass, seven-piece beverage set, bronze sculptures, a repousse silver vase, etc. Over 80 man-hours were used by the Design and Specification Unit personnel at [] to complete this task. []

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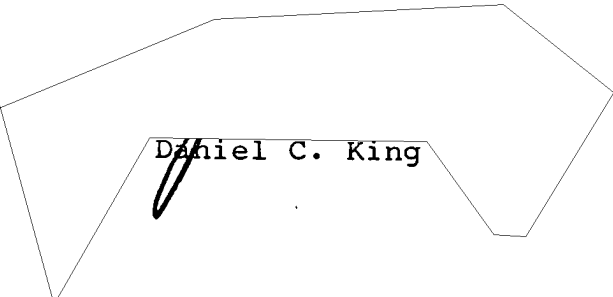
d. Autologic "Bit Blasters": One of the two Autologic "Bit Blasters" (laser printers with full font capacity) has been installed and is running in a test environment in the Office of Logistics/Printing and Photography Division (OL/P&PD) Electronic Text Editing and Composition System facility. These devices will be used as "proof printers" for typeset publications in lieu of the expensive film output from phototypesetters. It is anticipated that when both "Bit Blasters" are operational, P&PD will save considerable supply funds in resin-coated film. []

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3. Significant Events Anticipated During the Coming Week:

Agency Telephone Book: Although much of press and bindery work remains to be completed, OL/P&PD is hopeful that the Agency telephone book will be completed by the end of December.
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